PHILIP MORRIS COMPANIES INC. INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, N.Y. 10017

TO: RECORDS COORDINATORS AND INFORMATION SYSTEMS DEPTS.: PHILIP MORRIS COMPANIES INC., PHILIP MORRIS INCORPORATED, PHILIP MORRIS INTERNATIONAL and PHILIP MORRIS MANAGEMENT CORPORATION

DATE: April 21, 1994

FROM: Charles R. Wall

RE: Document Disposal Suspension Notice

Litigation has been filed which requires us to retain certain records, many, if not all, of which are already subject to Disposal Suspension under the Philip Morris Records Management Program. Please make sure that disposal of all records, regardless of the media, relating to the manufacturing, testing and composition of tobacco, tobacco products, paper, filter or any other material contained in, relating to or used in the manufacture, testing and composition of tobacco products is suspended. These records should be maintained in the forms and media in which they were originally created.

This notice also continues the suspension of the recycling of computer, voicemail, or other electronic backup tapes which may contain records subject to this notice or subject to prior suspension notices, including the Appendix to the Records Management Manual titled *Topics Subject to Disposal Suspension*.

If there is any question about whether a record is subject to this or any other suspension notices, the record should be retained, pending consideration of your legal department.

Within the next ten days a comprehensive notice will be sent replacing prior Document Disposal Suspension Notices. That notice will set forth all records which must be retained because of the litigation. The notice will also address ways in which the financial burdens of retaining all forms of electronic and computer records can be alleviated.

CRW

PM3000421163

Source: https://www.industrydocuments.ucsf.edu/docs/khdl0001